

**Notice of Election Form – State Agencies**  
**FY 2017 General Liability Insurance Premium Discount**  
**Risk Management & Tort Defense Division**  
**Department of Administration**

**Purpose & General Provisions:**

The Risk Management & Tort Defense Division (RMTD) offers a general liability insurance premium discount of 2.5 percent for state agencies that participate in online Cyber/Information Security Insurance Training approved by the State of Montana Information Technology Services Division. The discount shall be applied against budgeted premium for general liability insurance in FY 2018.

**Requirements & Documentation:**

**Your agency must do the following during FY 2017 to be eligible for the discount in FY 2018:**

- 1) Deputy Agency Director or higher (or equivalent position) must sign and return this notice of election form to Kristie Rhodes, Risk Management & Tort Defense Division, P.O. Box 200124, Helena, Montana 59620-0124 by **June 15, 2016**.
- 2) Your agency must review its cyber/information security claims for FY 2015 and FY 2016 by **October 1, 2016**. Reviewers must include at least one person of Deputy Agency Director level or higher (or equivalent position), who must sign a statement informing RMTD that the review is complete. The goal of this review is to identify claim trends with an eye to develop ways to reduce the likelihood or severity of future claims. To obtain reports, go to RMTD's website at <http://rmtd.mt.gov> and click on the Claims section. Select State Agency Loss Reports, Custom Reports, Database Activity Report, Coverage Code, select D-Cyber, enter Start and End Dates, and specified fiscal year(s). Under Classification/Coverage Code, select D-Cyber. Please contact Jennie Younkin at (406) 444-7996, [jyounkin@mt.gov](mailto:jyounkin@mt.gov) if you can't access your claims reports.
- 3) Your agency must have at least 75 percent of its employees complete the online cyber/information security training by **June 15, 2017**. Any employee involved in a cyber/information security data incident that results in a claim during FY 2017 must participate in the training during FY 2017 unless excused by the Department of Administration (contact Jennie Younkin [jyounkin@mt.gov](mailto:jyounkin@mt.gov) for excusals).

**Responsibilities:**

- 1) The state Information Technology Services Division will maintain a list of employees who have completed online cyber/information security training during FY 2017. Agencies that are not under the state's training contract must provide Lynne Pizzini, State's Chief Information Security Officer, with a list of employees trained by **June 1, 2017**.
- 2) The state Information Technology Services Division will approve on a case by case basis those online cyber/information security training courses that are not sponsored by the Department of Administration. Note: Participants should consult with Lynne Pizzini (406)444-9127 prior to enrolling in such courses.

<b>-Notice of Election-</b>		
	hereby elects to participate in RMTD's FY 2017 General Liability Insurance Premium Discount Program.	
<i>(Organization)</i>		
<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>

Contact Kristie Rhodes at (406) 444-4509 or [krhodes@mt.gov](mailto:krhodes@mt.gov) with any questions or for additional information.

Each participant will be notified of their eligibility by July 1, 2017, as indicated below:

<b>RMTD USE</b>	
<input type="checkbox"/> <b>Discount Approved</b> <input type="checkbox"/> <b>Discount Disapproved</b>	
<b>Comments:</b>	